

Sanitized - Approved For Release : CIA-RDP54-00177A000100120006-4

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services Branch

FROM : Acting Chief, Telephone Section

SUBJECT: Telephone Section Monthly Report

DATE: 31 July 1950

Noted hereon are charges for services rendered by The Chesapeake and Potomac Telephone Companies and The American Telephone and Telegraph Company for the month of May, 1950.

Telephone Service Bill	\$11,419.27
Long Distance Bills	1,460.45
M.B. Private Outside Telephones	488.03
T.T. Channels, L.L.'s, P.L.'s and TWX	4,021.99
Miscellaneous	19.50
Total	\$17,409.24

The following information was requested in your memorandum dated 21 November 1949.

For the month of May, 1950:

- a. Total number and cost of outside local calls placed over switchboard, EXecutive 6115 and EXecutive 7491----
No. of calls-69,361 Cost-\$2,429.64
- b. Non-recurring installation charges for station equipment----\$513.00
- c. Recurring rental of new station equipment less value of station equipment disconnected----increase \$36.36
- d. Non-recurring move or relocation charges for station equipment already in use----\$597.00

Also, listed below are estimated amounts for services to be rendered during the month of August 1950.

Telephone Service Bill	\$12,500.00
Long Distance Bills	1,600.00
M.B. Private Outside Telephones	650.00
T.T. Channels, L.L.'s, P.L.'s and TWX	5,000.00
Miscellaneous	50.00
Total	\$19,800.00

A total of 60 requisitions for services were processed by this section during the month of July 1950. These included requests for moves, change of equipment, additional equipment, termination of equipment, etc.

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TO : Chief, Services Division

DATE: 10 July 1950

25X1A9a FROM : [REDACTED]

SUBJECT: Report of Operations by the General Services Branch during the month of June, 1950.

Volume:

A.	Requests for services on hand prior to June	35
B.	Requests for services received in writing during June	206
C.	Telephone calls received during the month of June	880
D.	1. Orders submitted to GSA charged to quarterly encumbrance.	100
	(June allotment of quarterly encumbrance for alterations and renovations.)	\$6733.00
	2. Special orders submitted to GSA not charged to quarterly encumbrance - \$27,970.00	10
	3. Orders submitted to GSA nonreimbursable (written and verbal)	430
	4. Routine inter-office memorandums and inter-agency letters.	24
E.	Orders submitted covering 09 requests - \$1100.00	1
F.	Requests for services on hand 30 June.	132
G.	1. Space moves during May	12
	2. Total personnel moved	410
	3. Equipment moves	6
	4. Man hours worked by GSA	1791
	5. Estimated cost	\$2566.60
	6. Reimbursement to GSA for laborers assigned to warehouse.	None
	June allotment of quarterly encumbrance	\$5000.00
H.	Protective Services (GSA Guard Posts)	
	1. Reimbursable Posts \$34,300.00	79
	2. Non-reimbursable Posts	318
	3. June allotment of quarterly encumbrance	\$32,983.00
I.	Monies paid to GSA during month of June for services rendered during month of April.	
	1. GSA Guards	\$30,955.93
	2. GSA Laborers and trucks	1,182.16
	3. Alterations and Installations	30,657.31
	4. Miscellaneous	378.41
	Total	\$63,173.81

Attachment

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J. 1. Space acquired

None

2. Space released - Building T-63

4,205 sq. ft.